



**File your Federal and Georgia tax returns
—at the same time—
using the TeleFile toll-
free number in your
Federal TeleFile tax
package from the IRS.**

Just follow these steps...

Step 1—

Complete the top portion of your Federal TeleFile Tax Record contained in the Federal TeleFile Tax Package you receive from the IRS.

Step 2—

Complete the Georgia TeleFile Tax Record (On Page 5 of this package).

Step 3—

Call IRS TeleFile . . . toll-free, 24 hours a day. (The telephone number is in your Federal TeleFile tax package.)

Step 4—

Keep your Federal and Georgia TeleFile Tax Records for your files.

(Do not mail tax records to the IRS or to Georgia.)

Georgia Department of Revenue **2003 TeleFile** **Tax Record and Instructions**

Replaces your Georgia Form 500 or 500EZ



You can TeleFile if you...

- ✓ Are single or married filing joint with no dependents
- ✓ Earn total income of less than \$57,800 if single or \$65,600 if married filing jointly
- ✓ You file your Federal Return by TeleFile

The IRS and Georgia Department of Revenue have developed a filing program that allows you to TeleFile your Georgia Income Tax Return at the same time you TeleFile your Federal Income Tax Return.

This 2003 Georgia Income Tax Return packet is mailed to you based on the type of return you filed for 2002.

Read the instructions carefully to make sure you have the correct form. If you cannot TeleFile, see Page 3 or contact the Georgia Department of Revenue for forms and assistance or visit our website at www.gatax.org



TeleFile...It's quick, It's easy, It's convenient.

Plus, it saves money and speeds up your refund!

Are You Eligible to File Your Georgia Tax Return with TeleFile?



You can file your Georgia return with TeleFile only if:

- ✓ You are single or married filing jointly with no dependents and earn less than \$57,800 (single) or \$65,600 (married filing jointly).
- ✓ You TeleFile your Federal tax return. **(See the IRS TeleFile tax package.)**
- ✓ You have no more than ten (10) W-2's.
- ✓ You have received the IRS Federal TeleFile tax package and the Georgia TeleFile tax package.
- ✓ You cannot file the Georgia return by TeleFile if you have not received the IRS TeleFile tax package.
- ✓ You meet all Georgia requirements:
 - * You were a Georgia resident for all of 2003.
 - * Georgia was the only state that withheld state income taxes on your W-2's.
 - * You are single and claim only yourself, or married filing jointly and claim yourself and your spouse.
 - * You do not itemize your Georgia deductions.

How Does Federal/State TeleFile Work?

File your Federal return and Georgia return by phone, at the same time, using the IRS TeleFile toll-free number. Contact the IRS if you are eligible to TeleFile but did not receive the Federal TeleFile package.

- 1 Complete the top half of the Federal tax record** found in the Federal TeleFile tax package you received from the IRS.
- 2 Complete Line A of the Georgia tax record** if you choose to deposit your refund directly into your bank or credit union account.
- 3 Call IRS TeleFile toll free, 24 hours a day.**
(The telephone number is listed in the Federal TeleFile tax package.)
- 4 Keep the Federal and Georgia tax records for your records.**
(Do not mail tax records to IRS or the Georgia Department of Revenue.)

Who is Required to File a Georgia Return?

You are required to file a Georgia Income Tax Return if any of the following apply:

- a) You are required to file a Federal Income Tax Return.
- b) You have income subject to Georgia Income Tax but not subject to Federal Income Tax.
- c) Your income exceeds the amounts for standard deduction and personal exemptions.

These requirements apply as long as your legal residence is Georgia even if you are temporarily absent from the state. **A full-year resident of Georgia is taxed on all income regardless of the source and regardless of where derived. Georgia residents are allowed a credit for taxes paid to another state.**

Donations to Special Funds

Breast Cancer, Prostate Cancer and Ovarian Cancer Research Program Fund. Each year cancer claims the lives of almost 14,000 Georgians. Most of these deaths are preventable. Your tax-deductible donation helps fund the most innovative and promising research in Georgia on breast, prostate, and ovarian cancer. Use TeleFile to make a donation, or mail your donation to the Georgia Department of Human Resources, Two Peachtree Street NW, Room 27-240, Atlanta, GA 30303-3142. **Mobilizing Georgia. Immobilizing Cancer.** For more information, visit www.georgiacancer.org.

Georgia Fund for Children and Elderly. Donations to this fund help provide vital services to many of Georgia's special-needs citizens. Your tax-deductible donation will support programs for preschool children with health, educational and emotional needs, as well as elderly services such as home-delivered meals and transportation to medical appointments. Use TeleFile to make a donation, or mail your donation to the Georgia Department of Human Resources, Two Peachtree Street NW, Room 27-295, Atlanta, GA 30303-3142. For more information, call the Children Trust Fund at 404-206-6037 or the Division of Aging Services at 404-657-5253.

Wildlife Conservation Fund. The Nongame Wildlife and Natural Heritage Section is entirely funded through donations and grants. This Section is committed to protect and preserve Georgia's nongame wildlife, including bald eagles, sea turtles, songbirds, and other animals that are not hunted, trapped or fished. Your tax-deductible donation helps support that effort. Use TeleFile to make a donation, or mail your donation to the Georgia Department of Natural Resources, 116 Rum Creek Drive, Forsyth, GA 31029. **Together we can Give Wildlife a Chance.** For more information, visit www.georgiawildlife.com.

Frequently Asked Questions & Answers About TeleFile

How long will it take to receive my refund?

The earlier you TeleFile your tax return, the quicker you will receive your refund. Taxpayers who TeleFile usually receive their refunds in 21 days or less. Please wait at least 21 days after filing your return before inquiring about the status of your refund.

I am unable to TeleFile my Federal return. What do I do now?

You can file your Federal and State returns electronically by:

- a. Using a professional tax preparer to file both your Federal and State returns; or
- b. Filing online with approved tax software. Approved software companies are listed on our website at www.gatax.org.

I used TeleFile to file my Federal return but I did not Telefile my Georgia return. What should I do now?

You can file a paper return or file your return electronically. Visit our website at www.gatax.org for a list of companies that provide "state only" electronic filing software.

Do I need to mail a paper copy of my Federal or Georgia return if I use TeleFile?

No.

What form should I use to mail my payment if I owe tax?

Mail your payment with Voucher 525-TV, **only**. Failure to mail your payment with this voucher could cause an error or delay in the processing of your payment. Voucher 525-TV is available on Page 7.

What should I do if I forgot to include the payment with my payment voucher?

Write your social security number and the tax year on your check or money order and mail it to:

Georgia Department of Revenue, P.O. Box 740323, Atlanta, GA 30374-0323

What if I file or pay later than April 15, 2004?

You may be charged late filing and payment penalties as well as interest.

Georgia TeleFile Line-by-Line Instructions...

A Direct Deposit of Refund - You can choose to have your refund deposited directly into your bank account. If the direct deposit information is incorrect, the direct deposit request will be rejected and a paper check issued. If you choose direct deposit on your Federal return, you do not have to complete Line A. Your State refund will be automatically direct deposited.

Routing Number - The routing number must contain nine digits and begin with the numbers 01 through 12 or 21 through 32.

Account Number - The account number can contain up to 17 numeric characters. Hyphens, spaces, and special characters should be omitted. Leave any unused boxes blank.

Robert Johnson
Debra Johnson
123 Main Street
Anyplace, GA 00000

Routing Number: 120120012
Account Number: 2120268620

1234

SAMPLE

ANYPLACE BANK
Anyplace, GA 00000

For

SAMPLE

120120012 2120268620

Note: The Routing and Account numbers may appear in different places on your check.

B Lines B through E - Do not complete these lines before calling. TeleFile will compute these line items and tell you what amounts to write. The phone number is on the Federal TeleFile Tax Record that you received from the IRS. (You must complete the top half of your Federal TeleFile Tax Record before calling.)

F Contributions- Do not complete these lines before calling. TeleFile will tell you where to enter the amounts you wish to contribute. The phone number is on the Federal TeleFile Tax Record that you received from the IRS. (You must complete the top half of your Federal tax record before calling.)

G Amount of Your Refund - TeleFile computes and tells you the amount of your refund, if any. Your refund will be mailed to you at the address on your Federal tax record, or direct deposited into your bank account.

H Amount You Owe - TeleFile computes and tells you the amount you owe, if any. Mail your check or money order with the payment voucher on Page 7. Failure to use this voucher could cause an error in or delay the processing of your payment. You must remit the balance due by April 15, 2004 in order to avoid interest and late payment penalties. Please write your social security number and "Georgia Income Tax 2003 TeleFile" on your check or money order.

O Confirmation Number - Stay on the telephone until you receive a TeleFile Confirmation Number. This number confirms that your return has been filed. If you hang up before receiving a confirmation number, or if TeleFile tells you that you cannot file by phone, you must submit a paper return. You can obtain Form 500 or 500EZ and instructions from our website at www.gatax.org or by calling 404-417-6011.

500-T**Keep This Document For Your Tax Records. Do Not Mail!**State of Georgia
Department of Revenue**GEORGIA INDIVIDUAL INCOME
TELEFILE TAX RECORD****2003**

You must complete the top portion of the Federal TeleFile record and Line A of this tax record **BEFORE** calling the number on your Federal TeleFile Tax Record.



Expecting a refund?
Use Direct Deposit

Direct Deposit Information (Optional - See instructions on Page 4)
Type of Account: ☐ Checking ☐ Savings
A. Routing Transit Number

--	--	--	--	--	--	--	--	--	--

Depositor Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Make sure you have all your W-2s. TeleFile will ask for the amount of state tax withheld (Box 17 on Form W-2) and the Employer's state ID number (Box 15 on Form W-2) for each W-2.

During the call, enter the amounts reported by TeleFile

B. Georgia Adjusted Gross Income (This is the same as your federal adjusted gross income)**C. Georgia Taxable Income****D. STATE Income Tax Liability****E. Overpayment**

You may contribute all or a portion of your refund (See Page 3)

F. Contributions

1. Georgia Wildlife Conservation Fund.....

2. Georgia Fund for Children and Elderly.....

3. Georgia Cancer Research Fund.....

Do not mail this Tax Record

G. Amount of Your Refund**H. Amount You Owe**

Important: You will be required to make the following declaration:

Under penalties of perjury, I declare that to the best of my knowledge and belief, the return information I have provided is true and correct, and includes all amounts and sources of income I received during the tax year.

Wait for the Confirmation Number before you hang up. Write it here.

Confirmation Number

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Date of Call

/	/
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Keep This Document For Your Tax Records. Do Not Mail!



You should have all W-2's from all jobs that paid you in 2003 prior to making the call. During the call, TeleFile will ask you for the amount of state income tax withheld (Box 17 on Form W-2) and the Employer's state ID number (Box 15 on Form W-2). Round all money amounts to the nearest whole dollar. Below is an example of a Form W-2.

Note: If you have more than one W-2, enter information from one at a time. TeleFile accepts up to ten (10) W-2's.

a Control number		22222		OMB No. 1545-0008	
b Employer's identification number		1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employers's name, address, and ZIP code		3 Social security wages		4 Social security tax withheld	
		5 Medicare wages and tips		6 Medicare tax withheld	
		7 Social security tips		8 Allocated tips	
d Employee's social security number		9 Advance EIC payments		10 Dependent care benefits	
e Employee's first name and initial last name		11 Nonqualified plans		12a	
		13 Statutory <input type="checkbox"/> Retirement <input type="checkbox"/> Third-party <input type="checkbox"/> employee plan sick pay		12b	
		14 Other		12c	
				12d	
f Employee's address and ZIP code					
15 State Employer's state ID number GA		16 State wage, tips, etc.		17 State income tax	
				18 Local wages, tips, etc.	
				19 Local income tax	
				20 Locality name	

**Form W-2 Wage and Tax
Statement**

2003

Department of the Treasury - Internal Revenue Service

Copy 2 To Be Filed With Employee's State, City, or Local Income Tax Return

Questions about your Georgia tax refund?

Call the Refund Inquiry Section at (404) 656-6286 to inquire about the status of your refund. If you live inside Georgia but outside the metro Atlanta dialing area, call the toll-free number at 1-800-338-2389. Calls to the toll-free number within the metro Atlanta dialing area will not be accepted. If you live outside Georgia, call toll-free at 1-877-602-8477. Please wait at least 21 days before calling. For other refund information, contact the Taxpayer Accounting Division Director's Office at (404) 417-4300 or via e-mail to taxacc@gatax.org.

Questions about income tax issues?

If you receive a notice or letter from the Georgia Department of Revenue, call the number listed on that document. If you need additional information or assistance, call the Taxpayer Information Programs and Services (TIPS) line at 404-417-4477 or 1-877-602-8477.

1. Only complete this voucher if you have filed your return electronically or by TeleFile.
Do not use Form 525-TV if you file a paper return.
2. **Do not** mail your paper return with your voucher and payment. Mail only your voucher and payment.
3. Write your Social Security Number on your check or money order.
4. **Do not** use staples or paper clips to attach your check. Remove check stub

MAIL TO:

Georgia Department of Revenue
P.O. Box 740323
Atlanta, Georgia 30374-0323

Disclosure Consent Declaration

If you choose to use TeleFile to file both your state return and your federal return at the same time in one telephone call, you must first consent to share your federal information with the state. The IRS may then share with the state all of the federal information needed for the filing of your state return. The state may use this information in the same way it uses information provided on a paper return.

The telephone message will tell you how to do the consent during the call using the "Disclosure Consent Declaration". You will be asked to use the IRS Customer Service Number in the IRS tax package to authorize the sharing of information. Once you have agreed to share the information, you may not cancel the agreement.

To download Georgia Department of Revenue tax forms, visit our website at: **www.gatax.org**

DO NOT mail this entire page. Cut along dotted line and mail only coupon and payment
DO NOT STAPLE OR PAPER CLIP. PLEASE REMOVE ALL ATTACHED CHECK STUBS

----- Cut along dotted line -----

525 TV (Rev. 6/03)
Electronic Payment Voucher



0452504013

MAIL TO:
Georgia Department of Revenue
P.O. Box 740323
Atlanta, GA 30374-0323

2003

Use Only for Returns Filed Electronically or by Telefile

Taxpayer's SSN	Spouse's SSN (if joint or combined return)	First four letters of your Last Name	Tax Year 2003	Vendor Code N/A
NAME AND ADDRESS			Daytime Telephone Number	

DO NOT STAPLE OR PAPER CLIP. REMOVE ALL CHECK STUBS Amount Paid \$ _____